

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO. C-450-APAGE
NO. 2 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

OFFICE OF FINANCE - BALTIMORE COUNTY

REVENUE DIVISION

Item No.	AGENCY Description	DIVISION Retention
3	<p><u>PARKING VIOLATIONS: VOIDED CITATIONS</u></p> <p><u>Description:</u> Includes a copy of violation, authorized void request statement from either Police Dept., Traffic Engineering Dept. or Revenue Authority, together with a void recommendation letter initiated by the Revenue Division and approved by the Director of Finance.</p> <p><u>File Arrangement:</u> File Maintenance Date on transmittal form.</p> <p>Amendment to add Item 3 to existing Records Retention Schedule C-450.</p> <p>Approved for Baltimore County:</p> <p><i>Frank R. Thornton</i> 10-23-77 Records Management Officer</p>	Retain for three (3) years, then destroy

Schedule approved by Department, Agency or Division Representative

Walter R. Cunningham Director of Finance 11/4/77
Signature Title Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

4/20/78 *Edw. Berger*
Date Archivist

Date Secretary